



SHANDON UNITED METHODIST
PRESCHOOL & KINDERGARTEN

LEARN • THROUGH • PLAY

Parents' Handbook

2025-2026

3407 Devine Street
Columbia, South Carolina 29205
Telephone (803) 256-1498 Fax (803) 256-0433
Website: www.sumpk.org
E-Mail: sumpk@shandonumc.org

Table of Contents

General Information	
Letter from the Director.....	3
Letter from the Senior Minister.....	3
Mission Statement, Program Goal, and Philosophy.....	4
Administration.....	5
Program Policies	
Enrollment.....	6
Withdrawal and Termination.....	6
Curriculum.....	7
Hours of Operation and Schedules	
Daily Schedules.....	7
Emergency Closings/Inclement Weather.....	8
Supplies and Personal Belongings	
Infants/Toddlers.....	8
Twos.....	9
Threes, Fours, and Fives.....	9
Daily Procedures	
Arrivals and Departures	9
Birthday Celebrations	9
Classroom Visitations	10
Clothing	10
Dog Policy	10
Non Custodial Parental Pick-Up.....	10
Nutritious Meals and Special Snacks.....	10
Parking, Traffic, and Cell Phone Usage.....	11
Personal Belongings.....	11
Security System	11
Health, Medicine, Illness, and Accidents	
Communicable Diseases.....	11
Medicine.....	12
Accidents.....	13
Potty Training.....	13
COVID-19.....	13
Guidelines for Discipline and Behavior Management in the Classroom	
Discipline and Behavior Management/Classroom Management/Staff-Child Ratios.....	14
Child Abuse.....	15
Financial	
Financial Policy.....	16
Scholarship.....	17
Tuition and Fees.....	17
Optional Activities.....	18
Parental Involvement	
Participation.....	19
Meeting, Conference, Communication.....	19
Confidentiality.....	19
Letter from Parents' Council.....	19
Calendar	
Calendar of Events.....	Back cover

LETTER FROM THE DIRECTOR

Dear Parents,

It is with great joy that I welcome you as we celebrate the 73rd year of this ministry! Please find in this handbook information regarding the schedules and operation of our programs. Among the following pages, however, nothing conveys the excitement and enthusiasm of our staff as we welcome you to Shandon. We are very pleased you have chosen to include us in the life of your child and family and we look forward to sharing in that journey!

Recognizing that each child is an individual with unique gifts, our staff strives to provide hands-on experiences of learning and playing within a Christian environment while also fostering a sense of community. To assist us in this endeavor, we encourage you to participate in your child's life at school as well as share with us the important experiences of your child outside of this environment. Only through a cooperative effort with you are we able to provide the nurturing environment and valuable learning experiences for your child.

Again, allow me to express my excitement as I anticipate our time together during the upcoming school year. Needless to say, if you have questions or concerns regarding your child or our program, please do not hesitate to contact me.

Blessings,

Carla Graf
Director

LETTER FROM THE SENIOR MINISTER

Dear Parents,

Welcome to Shandon United Methodist Preschool and Kindergarten! Our goal is to provide quality programming for children in a Christian environment. Along with you, we look forward to watching your child grow in body, mind, and spirit in the year ahead.

This year marks SUMPk's 73rd year of educating and caring for young children in our community. We are grateful to all of our dedicated teachers and staff, who carry on the outstanding traditions of Shandon Preschool. Our SUMPk staff are competent and caring. They love what they do, and they are excited to get to work with your child this year.

SUMPk is part of the larger ministry of Shandon United Methodist Church. If you are looking for a church home, we cordially invite you to join us for worship, Sunday school, or any of our programs and ministries. I think you'll find that Shandon UMC has a lot to offer young families. If you would like to learn more about the Shandon UMC family, please contact me (skanipe@shandonumc.org) or Rev. James Grubb (jgrubb@shandonumc.org) or Rev. Maggie Cantey (mcantey@shandonumc.org). We would love to talk with you about Shandon UMC!

Cordially,

C. E. "Smoke" Kanipe
Senior Pastor



SHANDON UNITED METHODIST PRESCHOOL & KINDERGARTEN

Our Mission Statement

Our mission is to provide the highest quality care for children in a Christian environment. We are committed to meeting our children's needs for healthy physical, social, emotional, intellectual, and spiritual development. We offer care for children without regard to race, color, gender, or creed.

Our Program Goal

Shandon United Methodist Preschool and Kindergarten (SUMPK) continually strives to offer affordable, high quality childcare for children of church members and community persons in a developmentally appropriate, stimulating, and nurturing environment which fosters Christian faith and discipleship.

Our Program Philosophy

Shandon United Methodist Preschool and Kindergarten believes in childcare as a ministry. Our program has been in continuous operation since 1952 and is an integral part of the church's program of Christian Education. We strongly believe that children learn through play, and we support that the early formative years are crucial to optimum development. We further believe that meaningful learning involves active firsthand experiences and participation. Therefore, we provide (for each child) a personalized educational experience designed to foster growth in all areas of development. To that end, we maintain a program that is child-centered and experience based. Our classrooms are set up for social interaction, problem solving, and language development. We believe that young children should experience that they are loved, valued and enjoyed.

ADMINISTRATION

Shandon United Methodist Preschool and Kindergarten is under the guidance of a Board of Directors. The Board is responsible to the church's Education Ministry Team thence to the Church Council.

2023-2024 Preschool & Kindergarten Board of Directors

The Board is composed of nine at-large members (each serving a 3 year term) and the following ex-officio members:

Senior Minister – Smoke Kanipe

Director of Preschool and Kindergarten – Carla Graf

Assistant Director – Amber Sims

Board Chair – Fredi Fulmer

Director of Christian Education and Programs – Lesli Wood

Chair of Children's Council – Dana Klinepeter

Parents' Council President – Nicki Hood

Teacher Representative – Melissa Voignier

Bookkeeper – Genny Mckenzie

At-large members:

2025

Catherine Griggs
Wes Kirkland

2026

Ashli Aslin
Bryan Gamble
Leslie Gibbons

2027

Pamela Adams
Fredi Fulmer
Cathy Griffin
Wesley Peel

PROGRAM POLICIES

Enrollment

Shandon United Methodist Preschool and Kindergarten, a ministry by and to the congregation and community, was developed in response to the need for high-quality child care in the Columbia area. The program accepts children ages six weeks to five years. We recognize, however, that the need for this care far exceeds our capability to serve all interested families.

Therefore, the following order for enrollment has been established:

1. Children currently enrolled;
2. Children of Shandon members with sibling(s) currently enrolled;
3. Children of non-Shandon members with sibling(s) currently enrolled;
4. Children of Shandon members with no sibling(s) currently enrolled;
5. Children of staff employed by the Preschool & Kindergarten;
6. Children of employees of Shandon United Methodist Church; and
7. All other children.

EXCEPTION: In the event a teacher needs to be hired and has a child who needs a space, priority will be given. This applies to church staff as well.

Families interested in enrolling their child may put their name on the waiting list by completing the waiting list form found on our website: www.sumpk.org. Names remain on the waiting list for a period of one year and are then deleted unless a request has been made to update.

Except for newborns, children must have reached the appropriate age for their respective classes by **September 1** of the year they enroll. In cases involving newborns, children must be six weeks old before enrollment in the program. If a newborn is not yet six weeks of age by September 1, registration and monthly tuition must be made to reserve the child's spot.

In order to receive church member priority, names must be on the wait list by December 31, preceding February registration.

Withdrawal and Termination

When it is necessary for a parent to withdraw his/her child, it is expected that the parent will give a minimum of 30 days written notification unless an emergency situation makes it impossible to give such advance notice; otherwise, you will be responsible for paying one month's tuition. The full-time program is a 12-month contract. The part-time program is a 9-month contract.

Child care services may be terminated when the pattern of the following become excessive: late pick-ups (3), request for special needs of the child which the program is not prepared to meet, failure to pay required tuition after 30 days, failure to comply with policies concerning ill children. If a child's behavioral problems endanger other persons, materials, and/or the positive environment, the child may be required to leave the program.

Our policies concerning ill children require that excessive delays in picking up the child when a parent has been called, being unreachable by phone, and bringing children when they are ill may result in the child being removed from the school.

Curriculum

The curriculum of Shandon is based upon developmentally appropriate practices. Within the classrooms, these practices are fostered through the use of learning centers which allow the children to have choices and actively explore. Some examples of these centers include blocks, art, worship/quiet space, home living/dramatic play, literacy, music, and science/discovery. Children learn by interacting with people and things in their environment and we recognize that staff/child interactions and appropriate materials are important to a child’s growth and development.

Planning for the classroom involves consideration to the age appropriateness of the group and the individual needs of each child. Our curriculum is a blend of The Creative Curriculum which is approved by the State Department of Education as well as Cokesbury’s Scope and Sequence which is a guide for Christian education with young children. Our curriculum meets and exceeds state standards.

Assessment is an important part of the curriculum. Portfolios for each student contain developmental checklists, work samples and anecdotal records which assist teachers in preparing and planning for the individual growth and needs of each child.

HOURS OF OPERATION AND SCHEDULES

Full-time Program

Operates year-round, Monday through Friday, 7:30am–5:30pm

Part-time Program

Operates Monday through Friday beginning in late August through the middle of May.

Early Morning Care (EMC)*	Opens at 7:45 am (<i>available by reservation</i>)
Part-time program hours	9:00am—12:00pm
Part-time Kindergarten hours	8:00am—12:00pm
Extended Care (EC)*	12:00pm—4:00pm (<i>available by reservation</i>)

*Note: There is no EMC or EC available for infants.

Our Full-time and Part-time Programs close for announced holidays, staff training and/or weather conditions. A copy of our calendar for the school year is on the back of this handbook.

Daily Schedules

An age appropriate daily schedule is posted in each classroom. Each schedule includes active and quiet times, large and small muscle activities, and child-initiated as well as teacher-initiated activities. Outdoor play is scheduled each day, weather permitting. In the event of inclement weather, the gym is used, if available. If the temperature outside is such that the wind chill is 32 degrees or below, or the heat index is 100 degrees or above, or the air quality is officially designated as “dangerous”, the children will not go outside. They will instead, stay in their classrooms or go to the gym, if available. During sunny weather, sunscreen

should be applied to your child prior to arrival. With written parental permission, teachers will reapply sunscreen before afternoon outdoor play. Please leave a container of your child's sunscreen labeled with your child's name for teachers to apply.

Emergency Closings/Inclement Weather

Families will be notified of closings or delays by email. The decision to delay school or close due to an emergency or inclement weather will be made at the discretion of the administration. All staff and families will be considered when making these decisions. In the event of an on-site emergency causing evacuation, children and staff will be moved to St. Joseph's Catholic School located at 3700 Devine Street, Columbia, SC 29205. Families will be contacted from there. That will also be the emergency pick-up site. Their phone number is (803)254-6736. Please note that tuition is not waived in the event of emergency closings. Periodic tornado drills and monthly fire drills are conducted. Each room has an evacuation plan posted. Office personnel are assigned to assist in the evacuation of our youngest children. Staff carries class rolls and emergency bags for evacuations.

SUPPLIES AND PERSONAL BELONGINGS

Following are lists of supplies you should provide for your child. Individual teachers may notify you of additional requests. Everything brought from home should be labeled with your child's name. Crib and cot sheets are provided. A bag, labeled with your child's name, will also be provided by the preschool when they begin school. Please take this bag home every day and return to the school the following morning. All coats, blankets, lunches and other items should be kept in this bag. If your child should lose their bag, another one will be supplied with a charge of \$10.00/bag.

We realize that each child has a different schedule with individual needs; however, we ask you to please wake your child in time to feed him/her breakfast before arriving at school.

Infants

- Bottles for each day
- Sippy cup (if using)
- Baby food (if using)
- 2 bibs daily
- 1 large package of disposable diapers
- 1 box of wipes
- 2 changes of clothes
- 1 extra pacifier (if using)
- 1 sleep sack (if using)
- A special lovie (optional)

Toddler

- 1 sippy cup
- 1 large package of disposable diapers
- 1 box of wipes
- 2 changes of clothes
- A special lovie (optional)

Twos

- 1 large package of disposable diapers
- 1 box of wipes
- 1 water bottle
- Change of clothes, including socks and underwear (in a plastic bag labeled with child's name)

Threes, Fours and Fives

- 1 water bottle
- Change of clothes, including socks and underwear (in a plastic bag labeled with child's name)

Full-time

- Lunch Box
- Blanket for nap (Toddlers, Twos, Threes, Fours, and Fives)

Extended Care

- Lunch Box
- Blanket for nap (Toddlers and Twos)

PROCEDURES

Arrivals and Departures

A parent or authorized adult must take children to their classrooms and pick them up each day. They are also responsible for the following:

- * Sign-in your child
- * Notify teacher that your child is present

In tracking children, it is important that they be signed in immediately upon arrival in the buildings or the playground. When children move from one place to another, staff counts them, calls them by name, and carries a list of signed-in children with them along with emergency forms. Parents/guardians will sign children out when taking them from P&K. Once a parent/guardian has signed a child out, that child is in the care of and responsibility of that person. SUMP&K does not assume any responsibility for children before they have been signed in by parent/guardians.

Children enrolled in our part-time toddler through fours classes cannot be accepted before 8:55am unless they are enrolled in Early Morning Care which begins at 7:45am. Children enrolled in our part-time program should be picked up promptly at noon. Late fees are incurred after 12:05pm. Children enrolled in our full-time program should be picked up promptly at 5:30pm. Late fees are incurred after 5:30pm.

Children must be signed out daily by parents or authorized adult. A child will be released only to those persons authorized by the parents. Parents must notify the school if anyone other than those named are to pick up a child. The school will require identification of anyone picking up a child other than a parent.

Please indicate on the sign-in sheet if your child will be participating in an Extended Care activity.

Birthday Celebrations

We feel that it is important to celebrate birthdays and if your child would like to share his/her special day, you may arrange with your child's teacher for any special refreshments that you'd like to bring. If you choose to host a party away from school and you would like to send invitations, please use the cubbies of children in your child's class only if every child in the class is invited to the party. Please refrain from bringing latex balloons.

Classroom Visitations

We have an open door policy. Parents and grandparents are welcome to visit our classrooms and program at any time. Visitors are required to sign in at the front desk in the Knox Educational Building.

Clothing

School clothing should be such that children may feel comfortable and free to participate in a wide variety of activities, (i.e., painting, water play, sandbox, etc.) without being concerned that their clothes become soiled. For safety, as well as health reasons, children should wear comfortable yet sturdy footwear. Flip-flops are not considered appropriate footwear as they do not protect a child's feet while the child is playing on the playground. Children are expected to dress appropriately for the season: cool clothing for summer; coats, hats, and gloves in the winter; sweaters, etc. in the fall and spring. *Please write your child's name on all hats, gloves, jackets, and sweaters that are sent to school.* In the event that an article of clothing is misplaced, there is a "Lost and Found" box located in the office of the DuBose building.

Dog Policy

As much as we love animals, there is a "No Dog Policy" at Shandon Methodist Church. Please refrain from bringing dogs on our campus.

Non-Custodial Parental Pick-Up/ Visitation

All directives set forth regarding custody in a court order will be followed by SUMPk. In the event a non-custodial parent attempts to remove or visit a child at SUMPk, the staff will verbally deny this right and, if necessary, let them know that 911 will be called. If the non-custodial parent persists, staff will call 911 to report the incident while other staff alert the administrators of the situation. Once 911 is called, administrators will immediately notify the child's legal guardian. The director will document the situation.

Nutritious Meals and Special Snacks

Children enrolled in our Full-time Program or staying for Extended Care should have lunches provided by parents. Canned sodas, glass containers and candy should not be sent. Please avoid foods that require heating and inform teachers if lunches require refrigeration.

Refrigerator space is limited, so we encourage the use of frozen packs to keep lunches cold. Healthy snacks are provided each day by the school. All children are required to bring a reusable water bottle each day. On Wednesdays (Tuesdays for T/Th classes), parents are encouraged to take turns providing a special snack for their child's class. Arrangements may be made by contacting the teacher. Please check to see if any children in the class have food allergies.

Helpful Hints for Nutritious Lunches and Special Snacks:

When planning your lunches and snacks, remember that round, firm foods should not be offered to children younger than four years old because such foods are a choking hazard. Examples of such foods include: grapes, hard candy, nuts, peanuts, and popcorn. Hot dogs may be served if cut lengthwise and quartered and grapes may be served if cut into halves.

Please try to use only natural sugars which can be found in fresh fruits and juices. Offer whole grain products, such as whole wheat muffins, bran muffins, and cereals. Rather than focusing on foods to avoid, think instead of adding good quality natural foods, such as fruits, raisins, crackers, veggies, and cheeses.

When providing special snacks for your child's class, healthy drinks are optional, but appreciated.

Also, some parents may want to coordinate snack with the class's unit of study or special event. Teachers are more than happy to answer questions to help you with your planning

Parking, Traffic and Safety

Parking spaces around the church are limited. For those parking along Adger Road, there are designated spaces, but they are time sensitive. Park in the direction of traffic rather than facing it. Please load and unload children on the sidewalk rather than in traffic. Parking is prohibited in the drive-thru and on the grass. Children are never to be left unattended in parked cars, even for a minute.

Please proceed slowly and with extreme caution in our parking lots and surrounding area. Cell phone use is prohibited while driving on the church campus. With children and families entering and exiting the campus, your full attention and care is necessary.

Please do not allow children to open doors or gates on campus. For the safety of the children, our staff teach them that only adults are allowed to open doors and gates. We need parents to reinforce this rule so we don't have children running onto sidewalks, parking lots, or roads unaccompanied by an adult.

Do not allow your child to cross Adger Road or enter our parking lot without an adult directly by his or her side, preferably holding their hand for safety.

Personal Belongings

Please do not send toys with your child. He/she may bring books, or something relevant to their unit of study. Some classes have a designated "Show & Tell" day but thoughtful consideration should be made when choosing items to share with a child's class. We cannot be responsible for toys or items lost or broken. For nap time, however, parents may provide a lovey.

Security System

The security system is activated during all school hours. Your four digit family code, followed by the return sign, will also serve as your entry code. We ask that your personal code not be shared with anyone but those authorized to pick up your child.

HEALTH, MEDICINE, ILLNESS, & ACCIDENTS

No child shall enter without a "Certificate of Immunization", DHEC 2740A. Exemptions are not accepted.

Communicable Diseases

Shandon is licensed and equipped to care for well children only. In addition to being unable to care for ill children, it is important for us to control and/or prevent the spread of communicable diseases among the children and staff. We appreciate your working with us to maintain the health policies in order to protect the children's health. Children and teachers are required to wash their hands upon arrival at school and at other key times during the day. The child's overall condition will be noted each morning. At the sign of illness, the teacher will request that the child be returned home.

If a child becomes ill at school, parents will be called immediately to pick up their child (see conditions and symptoms below). Parents must be able to pick up children or have them picked up within 30 minutes of the phone call. Ill children will be made comfortable in the office until a guardian can pick up the child. If ill or sent home ill, your child may not return to Shandon the next day. After that he/she can return when he/she has been FEVER FREE WITHOUT MEDICATION for 24 HOURS (or diarrhea or vomit). Thus, if a child is sent home with a fever he/she must stay home until the fever is gone and then 24 more hours after that. Your child will not be accepted if you have administered fever-reducing medication for any reason.

The following is a list of exclusions:

- Fever of 100 degrees and above
- Sore throat or other mouth sores with drooling
- Eye problems: conjunctivitis, pink-eye, "cold" in the eye, mucus, swelling
- Diarrhea (two or more watery stools in one day)
- COVID-19

- Vomiting and/or nausea within a 24 hour period
- Flushed skin, rash, impetigo, ring worm (note that ringworm of the scalp may require oral medication as well as an antifungal shampoo)
- Any contagious illness, such as chicken pox, mumps, measles, strep throat, scarlet fever, etc
- Severe lethargy
- Head lice, scabies, or other infestations
- Any conditions preventing the child from participating comfortably in usual program activities
- Any illness/condition requiring one-on-one care

After the child was excluded for any of the above reasons and has been away from the center for the remainder of the sick day and one whole day after that, the following conditions must be met for the child to return to the program:

- A child must be free from fever, vomiting (without symptoms) for a full 24 hours without medication.
- A child must be free from diarrhea for 24 hours and had two solid stools before returning.
- Any child prescribed antibiotic for a current contagious bacterial infection must take the prescription for a full 24 hour course before returning.
- A child must be able to participate comfortably in all usual program activities, including outdoor time.
- The child must be free of open, oozing skin conditions unless 1) a health care provider signs a note stating that the condition is not contagious and 2) the involved area can be covered by a bandage without seepage of drainage through the bandage.
- A child excluded because of lice, scabies, or other infestations may return 24 hours after treatment is begun provided that the child checks in at the office and is found to be nit free. Exception: Your child may return to school if he/she has received a lice free guarantee from *Pediatric Hair Solutions*.
- If a child was excluded because of a reportable** contagious illness, a doctor's note stating that the child is no longer contagious is required prior to readmission.

** Each state publishes a listing of communicable diseases (such as measles, tuberculosis, whooping cough, etc.), which must be reported to the Department of Public Health by the attending physician upon diagnosis.

When a child becomes ill at school, the parents will be immediately contacted and are expected to come within 30 minutes of contact. If the parents are unavailable, the emergency contacts will be contacted and/or the child's doctor. In the event of an emergency, an ambulance will be called and the child may be taken to a local hospital Emergency room for treatment. If any of your child's medical records have changed, please alert the P&K office. Each child's medical records are confidential, but available to administrators, child's teachers, parents/guardians, and regulatory agencies.

*** The school should be notified if a child is ill with a communicable disease ***

These policies are established for the safety and protection of all children. These guidelines are based upon the policies established by the National Association for the Education of Young Children (NAEYC) which uses the American Academy of Pediatrics as a source.

Medicine

In accordance with DSS guidelines, no medicine will be given to a child at school by a teacher unless these requirements are met:

- A. Prescription medicine must be in the original bottle which is labeled by the pharmacist with the child's name, date, dosage, the name of the medicine, and the doctor's name.
- B. OTC medications must be in the original bottle.

- C. For children that require an EpiPen, please provide **TWO** EpiPens to be left at the preschool. We also require a copy of the care plan that has been provided by your pediatrician.
- D. The parent completes and signs a medicine request form (available from the office).
- D. The parent gives the medicine, a dosage spoon, and the completed "Medicine Request Form" directly to the teacher. For the safety of all children, **do not** send medications in lunch boxes or back packs without teacher's knowledge.
- E. If it is necessary for a child to be on medicine routinely and/or for extended periods, arrangements for its administration must be made with the Director.
- F. The staff assumes no responsibility for any medicine that is lost or left at school.

Accidents

An accident report will be sent home when an accident occurs at school. In the event of a serious accident or emergency, the child will be taken to the hospital by car or ambulance. The parents will be notified immediately. If they cannot be reached, the Preschool and Kindergarten will attempt to reach the emergency contacts listed on the emergency form. In the event that a parent or emergency contact cannot be reached, an assigned member of the staff will secure the medical attention he/she deems necessary.

Potty Training

SUMPK requires that children who are in the 3s class and older be fully potty trained. We understand that occasional accidents happen at this age. However, if your child has daily accidents, we do not consider him/her to be potty trained. A potty trained child can do the following:

- Tell the teacher before they have to go.
- Pull down underwear/pants, wipe, and get clothes back on without assistance.
- Wash and dry hands.

If we find that a child is not potty trained, you will be asked to keep your child at home until he/she has trained successfully at home. The classrooms in the Dubose Building are simply not equipped with diaper changing areas. In order to help your child be successful in using the potty at school, we ask that you refrain from sending them in pull-ups. We also recommend sending them to school in clothing that is easy to pull down and up (i.e., no overalls, onesies, belts, or t-shirts with snaps between the legs).

Your adherence to this policy helps ensure a positive school experience for your child and the other children in their class.

COVID-19

If your child tests positive for COVID-19, you are required to immediately notify the preschool. In the event of a resurgence of COVID-19, SUMPK will follow the guidance and recommendations of state and/or federal agencies (e.g., DHEC, CDC).

GUIDELINES FOR DISCIPLINE & BEHAVIOR MANAGEMENT

Discipline and Behavior Management

Shandon is committed to providing children and families with quality learning and care in a safe and loving environment. A major part of the obligation is to use a system of discipline that will provide a positive learning experience leading each child to develop a strong sense of individual worth and responsibility. The following are guidelines for handling discipline:

Language of Support. The staff will use language which respects persons, acknowledges experiences, reflects feelings and encourages children to communicate positively.

Practice What You Preach! Children learn more from the way you act and from the way you treat them and others, than from what you tell them.

Discipline is Teaching Rather Than Punishment. Discipline is a way of protecting children and teaching them responsibility for their own actions.

Reinforce Positive Behaviors. Be aware of what behaviors you are reinforcing in the children. It's usually wisest to ignore inappropriate behaviors (unless they are harmful to the child, other people, or the environment) and to respond positively to appropriate behaviors.

Be Consistent. If something is not important enough to be consistent about, it's not important enough to manage or discipline!

Admit Mistakes. Even teachers are human and make mistakes! It's a good example for the children when teachers admit mistakes and apologize.

Now-Not Later. If children need help, provide the support or limits, at the time they're doing something inappropriate.

Control/Structure the Environment. Avoid as many potential problems as possible. Don't expect self-control from the children when their natural development urges them to explore, touch, and investigate.

Why? Consider "why" a child misbehaves. Is the child unsure of limits, seeking attention, ill, tired, confused by limits different than home?

No Corporal Punishment. There will be NO corporal (physical) punishment such as spanking, slapping, pinching, or hair pulling. Children may be held when necessary to restrain their hitting, biting, or kicking of other people.

Clear Limits. When it is important enough to set limits, the limits should be clear to the children. Limits are set to protect people and property and to facilitate a quality environment.

Appropriate Behavior. The children are encouraged to practice appropriate behaviors. Examples: we walk inside, we run outdoors, books are for reading, toys are to be put away when you're finished. Children are responsible for the consequences of their behavior. (Example: children assist in cleaning up spilled water, etc.)

Classroom Management

Transitions: The teacher gains the children's attention (i.e. singing a song), and informs the children that a change is about to occur.

The children are reminded that everyone is responsible for cleaning up the entire classroom (teachers included).

Snacks and Lunch: Children and teachers work together to create a pleasant atmosphere.

- Loud voices, inappropriate language and behavior are not allowed.
- Food or drink is never withheld.
- Children sit down at snack and lunch with a teacher.
- Children are encouraged to take a taste of everything; they are NOT forced to eat any food.

Rest/Nap Time:

- Children are encouraged to use the bathroom before and after naptime.
- Children may rest quietly on cot or sleep.
- Music will be played during rest time.
- Teachers' attitude and modeling are important factors for children at rest time.

Outdoors: Children are to wear shoes at all times. Teachers encourage the children in their gross motor activities, social interactions and observations. Teachers circulate among the children on the playground and do NOT sit/stand/talk together for any length of time.

Other: The Director will involve a child's parents in the disciplinary process only when uncontrollable behavior and/or behavior that is potentially harmful to the child or others persists.

Staff-Child Ratios

	DSS	SUMPK	DSS Napping	SUMPK Napping
Infants	1:5	1:4	1:5	1:5
Toddlers	1:6	1:5	1:6	1:6
Twos	1:8	1:6	1:16	1:12
Threes	1:12	1:8	1:24	1:16
Fours	1:17	1:8	1:34	1:16
Fives	1:17	1:8	1:34	1:16

Child Abuse

Suspected incidents of child abuse and neglect are reported to the local agencies as required by law (Section 20-7-510) of the South Carolina Children's Code. Staff members receive training in the identification of abuse and neglect.

Steps to Prevent Abuse and/or Neglect Allegations:

- Diaper changing tables should be in plain view so that they are visible to all.
- The clear window in the center part of the door should be unobstructed at all times so that the interior of the classroom is visible even when the door is closed.
- When a teacher is in a bathroom with a child, the door should remain open.

South Carolina is a mandated reporting state. That is, we are bound by law to report any suspicions of child abuse or neglect. *If a staff member is accused of abuse or neglect, local authorities (DSS) will instruct us how to handle the situation regarding the staff member. If the staff person is found innocent, she/he will experience no repercussions. If the staff person is found guilty, local authorities (SC Department of Social Services and local law authorities) will direct us how to proceed.

*The Director or his/her designee will notify the parents/guardians of the suspected victim as soon as possible of the incident.

FINANCIAL

Financial Policy

SUMPK uses Tuition Express for automated tuition payments. Upon registration, all families will complete a Tuition Express enrollment form. Tuition is drafted on the 10th of every month from the account provided. Families have the option to use a checking account, with no convenience fee, or a credit card, which will incur a 4% surcharge from the credit card company.

Our program operates on income from registration and tuition fees with additional funds occasionally provided through the fundraising efforts of the Parents' Council. The church provides the classroom facilities, including the utilities and janitorial services. Based on the financial needs of the program, registration and tuition fees are established annually by the Board of Directors. A schedule of fees is provided to parents at the time of registration and enrollment.

The following is a list of policies which were established by our Board of Directors:

For All Students:

- Registration fee (\$200.00) is due at time of registration and is non-refundable unless an out-of-town move is made prior to the start of school.
- No adjustments or deductions in tuition will be made due to a child's illness, vacation, or other absences.
- Monthly statements will be e-mailed on the first school day of each month.
- Tuition fees are drafted by the tenth day of the month (or the next school day in the event that the tenth day is a holiday or weekend).
- There is a \$20.00 charge for insufficient funds. If payment becomes more than 30 days in arrears, the child will be automatically dismissed and will be allowed to return only if all fees are paid. *Any exceptions to this policy must be approved by the Board.*
- In order to register for the following school year, all financial accounts must be current at the time of registration, usually held in February.
- Individual end of the year statements for families for tax purposes can be obtained by visiting www.myprocare.com. Register your account using the email address associated with your SUMPK billing. Click on "reports" to see your ledger of charges.

For Part-Time Students:

- Part-time tuition is a nine month contract.
- Part-time families will have a \$35 supply fee drafted on September 10th and January 10th.
- Your monthly statement will show your current month's tuition and the previous period's Early Morning Care (EMC) and/or Extended Care (EC) fees. A daily itemization of EMC and/or EC charges is available upon request.
- Early Morning Care (EMC) fees are charged per daily usage regardless of what time a child arrives between 7:45am and 8:55am.
- Extended Care (EC) fees are charged on an hourly basis with fees pro-rated at 15 minute intervals. It is the responsibility of the adult to sign-out the child at the time of pick-up.
- Any child that is picked up late will incur a "late pick-up" charge of \$20.00 at every 15 minute interval. Children will not be checked in to Extended Care without a reservation.

For Full-Time Students:

- Full-time tuition is a twelve month contract.
- Full-time families will have a \$60 supply fee drafted on September 10th and January 10th.
- Full-time families in the Infants, Toddlers, and 2s will have a \$25 activity fee drafted on June 1st.
- Full-time families in the 3s, 4s, and 5s classes will have a \$40 activity fee drafted on June 1st.
- Any child not picked up by 5:30pm will incur a "late pick-up" charge of \$20.00 at every 15 minute interval beginning at 5:30pm.

Scholarship:

Funds are available for families who may need financial assistance. Please see the Director for additional information regarding this process.

Tuition and Fees:

	Full-time	Part-time	Part-time	Part-time	Part-time	Part-time
GROUP	M-F	T/Th	M/W/F	M-F	EMC	EC
Infant	\$1040	\$320	\$340	\$420	not available	not available
Toddler	\$1040	\$320	\$340	\$420	\$9.00/morning	\$9.00/hour
Twos	\$970	---	\$330	\$400	\$9.00/morning	\$9.00/hour
Threes	\$950	---	---	\$400	\$9.00/morning	\$9.00/hour
Fours	\$950	---	---	\$400	\$9.00/morning	\$9.00/hour
Fives	\$950	---	---	\$440	\$9.00/morning	\$9.00/hour

Note: Tuition is a monthly rate.

Fees Related to Extended Care for Part-Time Families:

As a service to you and your child, our Preschool and Kindergarten program offers extended hours.

Early Morning Care (EMC): Opens at 7:45am and is available to all children (except infants) enrolled in our Part-time Program on the days in which they attend. Reservations must be made via www.signup.com. The fee for EMC is \$9.00 per child each morning, regardless of arrival time.

- Toddlers and Twos meet together during this time in room #A111 in the Knox Building.
- Threes and Fours meet together during this time in room #112 in the Dubose Building.

Extended Care (EC): In the afternoons, our program includes extended hours for our one year old through five year old part-time classes. (Our part-time infant classroom closes at 12:00 noon each day.)

- Operates from 12:00 noon to 4:00pm each day and is available to all children in the Toddlers through Kindergarten classes by reservation via www.signup.com.
- Fees related to this program are \$9.00 per hour, per child. These fees are prorated every 15 minutes, and parents are responsible for signing out their child at the correct time each day.
- Children need to bring their own box lunch which is served from 12:00 noon to 12:30pm.
- Ones and Twos will nap each day from 12:30 until 2:30pm. Following nap, these children will have snack and/or go to the playground or engage in an activity.
- Our EC schedule for Threes and Fours includes quiet time with stories and books, free choice time in learning centers, snack time, outdoor play, and a planned activity with art, drama, or music.
- You may cancel reservations as long as you provide 24 hours notice. Any cancellations after that time period will incur a \$25 fee.

Optional Activities:

As a service for your child, our Extended Care Program offers optional activities which are available through individual contractors. If you are interested in enrolling your child in any of these optional activities, please contact the director of that activity. All of these programs are provided on the premises. Fees for these programs are available from the related teacher and payments are made directly to that teacher.

Part-time children participating in these Optional Activities are charged the Extended Care fees applicable from 12:00 noon until the start of the Optional Activity. If you pick up your child directly from the related teacher at the conclusion of the Optional Activity, you do not incur additional EC charges during the time your child was participating in the Optional Activity. If you pick up your child from the EC teacher sometime after the Optional Activity has concluded, then you incur the hourly charges for the time your child was participating in the Optional Activity.

For example: Your child participates in Karate which operates from 12:30 – 1:15pm. If you pick up your child directly from Karate at 1:15pm you are charged for EC (\$4.50 for the half hour) for the time from 12:00 – 12:30pm while your child eats lunch. If you pick your child up at 3:00pm then he/she has been checked back into EC following Karate. Your fees for the afternoon would include the time for Karate, and your charges would result in fees from 12:00noon to 3:00pm totaling \$27 for the afternoon. If you have questions regarding fees for your child, please contact the P&K Office.

Extended Care Activity Directors	
Creation Station: Ginger Ollis (315-7536)	Soccer Shots: Matt Simmons (351-1572)
J.A.M.: Kit Crocker (360-4256) Ashley Hagler (665-2838)	S.T.E.A.M. Studio: Leyden Hane (467-0775) Lauren Hickman (843-330-2422)
Karate: Blane Russell (731-4907)	Tennis: Melanie Michel (546-2434)
Lace Up Studios: Jeslyn Miles (603-2803)	

PARENTAL INVOLVEMENT

Participation

Parental participation is valued, encouraged, and supported. There are many opportunities for involvement at Shandon and participation in the Parents' Council is welcomed. Parents are encouraged to visit the classroom, participate in its activities, and share special skills, hobbies and interests with the children. Parents are also encouraged to help with special events and committees.

Meetings, Conferences and Communications

An orientation meeting for parents and classroom visitations for students are held prior to the beginning of school.

Parents are expected to attend Parent -Teacher conferences held in February. Other conferences may be arranged as deemed helpful by teachers, parents, and/or the Director. Parents are kept informed through monthly newsletters and emails. Parents are responsible for checking daily communications in the classroom, on hall bulletin boards, and in children's book bags. Both our school newsletter and bills will be received electronically. Please visit our website for school information and updates: www.sumpk.org.

Please refrain from texting or calling your child's teacher during school hours. If there is an urgent matter, please contact the school office at 803-256-1498. We encourage an open line of communication between parents and teachers, while also being respectful of our teachers' personal time. Pick-up and drop-off are great times for sharing information and asking questions that aren't confidential in nature. If longer or more private conversations are needed, please speak to the teacher about arranging a conference.

Confidentiality

Shandon Methodist Preschool highly prioritizes confidentiality concerning children. Teachers will NOT discuss individual children during drop-off/pickup or in the halls at school where others are present.

Parents present in the building as volunteers or guests are also expected to respect children's confidentiality by not relaying situations they observe to others. All child files will be kept secure and locked. Individuals who will have access to a child's files are the parents/guardians, child's teachers, P&K administration, regulatory agencies and any specialists working with that child.

LETTER FROM PARENTS' COUNCIL

Dear SUMP&K Parents,

We are so excited for another wonderful year at SUMP&K! I look forward to working with all of you and getting to know your families over the coming months. A special welcome to our new families — SUMP&K is such a special place, and we're thrilled to have you join our community.

The Parents' Council is a volunteer organization that helps raise funds through various events throughout the year. We are fortunate to have such an active and engaged group, and I encourage every parent to participate in some way. The money we raise goes directly back into the school, and your involvement plays a vital role in helping SUMP&K continue to grow and thrive.

I'm honored to serve as your Parents' Council President this year and excited to have Christina Holloway serving as our Treasurer. We're looking forward to a fantastic year of connection, support, and fun!

If you have any questions about the school or would like to get involved, please don't hesitate to reach out. You can contact me at (803) 920-3983 or email me at sumpkparents@gmail.com.

With a Grateful Heart,
Nicki Hood
SUMP&K Parents' Council President